

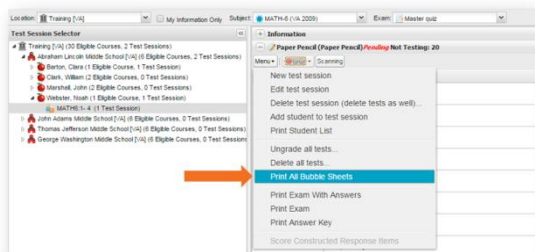
Scanning Options

Plain Paper Printing

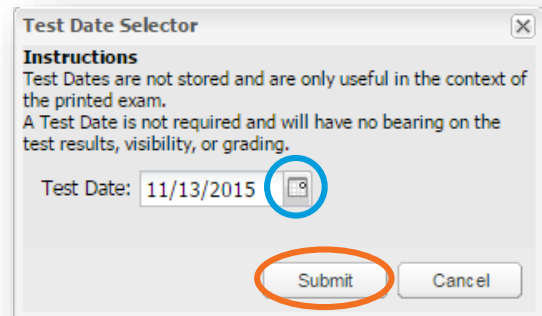
In lieu of purchasing bubble sheets, onTRAC now offers the ability to print bubble sheets directly from a test session created in **"Testing Center"** using a method known as **"Plain Paper Printing"**.

To print student answer sheets:

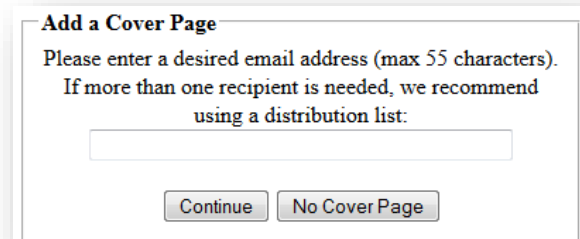
1. Create a test session for the desired assessment in **"Testing Center."**
2. Click **"Menu."**
3. Select **"Print All Bubble Sheets"** from the drop-down menu.



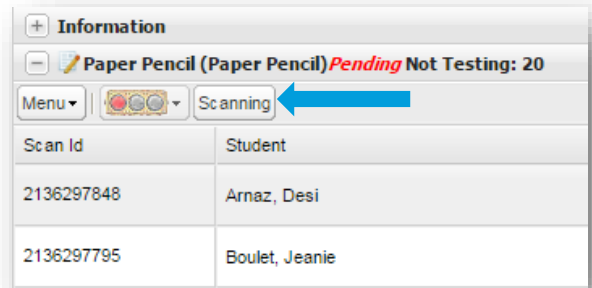
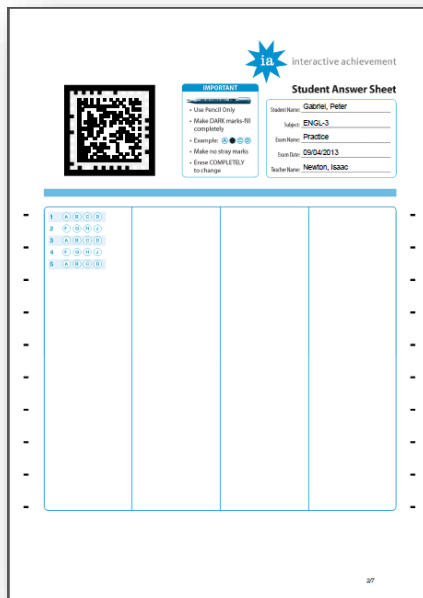
4. Use the interactive calendar to select the date that students will be taking the exam.
5. Click **"Submit."**



6. To generate a cover sheet for the **"Summary Report Recipient List,"** enter the desired email address or distribution list in the blank field and click **"Continue."**



7. The cover sheet and student answer sheets will open as a PDF to be printed.



2. Upon navigating to this page the first time, a prompt will appear requesting to install the plug-in needed for scanning. Click **"Download"** to install the plug-in.

There are several options available for scanning printed bubble sheets.

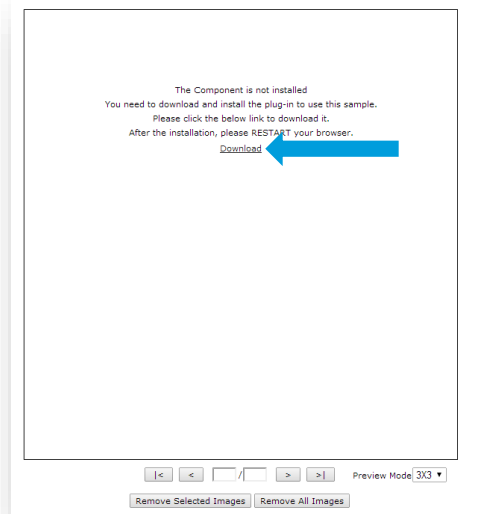
- Plain Paper Scanning
- Email to Scan
- PowerScan for iPad
- PowerScan for Android

Plain Paper Scanning

"Plain Paper Scanning" allows for paper pencil tests to be scanned directly from the paper pencil test session in **"Testing Center."**

To access **"Plain Paper Scanning"** from a paper pencil test session:

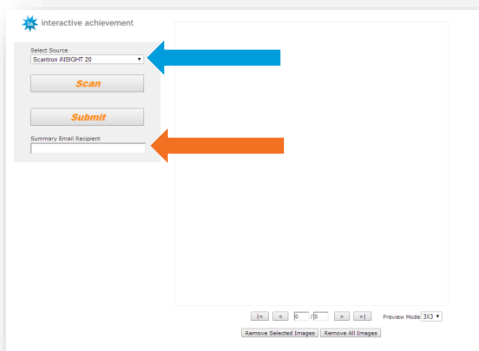
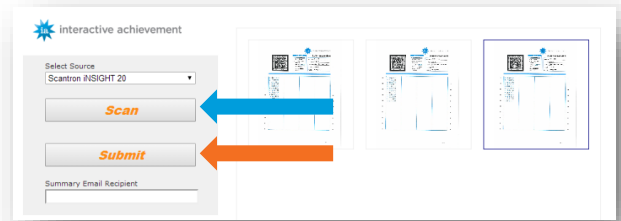
1. Select the paper pencil test session and click the **"Scanning"** button next to the stoplight icon.



3. Once the plug-in has been installed, the scanner will be listed on the top left of the screen, as indicated with a blue arrow in the following image.

The e-mail address for the primary teacher of the section will be listed in the e-mail address box, indicated with an orange arrow in the following image. The e-mail address may be changed at any point prior to submitting the scans. A summary e-mail will be sent to the listed e-mail address.

be sent to the listed e-mail address.



E-mail to Scan Requirements

Resolution	Type
100 x 100 dpi or greater	PDF Compact PDF TIFF JPEG GIF

- Load the bubble sheets into the scanner and click the **"Scan"** button, indicated by a blue arrow in the following image. As the sheets are scanned, an image of each scanned sheet will appear on the right.
- Once all bubble sheets have been scanned, click, **"Submit,"** indicated by an orange arrow in the following image. The sheets will be loaded into onTRAC and will be available in **"Reporting"** within a few minutes. If an e-mail address is entered, a summary e-mail will

Scanning

Set copier/scanner to e-mail bubble sheets to powerscan@powerschool.com

- Please do not exceed more than 30 bubble sheets in a batch.

PowerScan for iPad

PowerSchool's PowerScan application for iPads allows printed bubble sheets to be scanned in accordance with our iScan software without the use of a scanner.

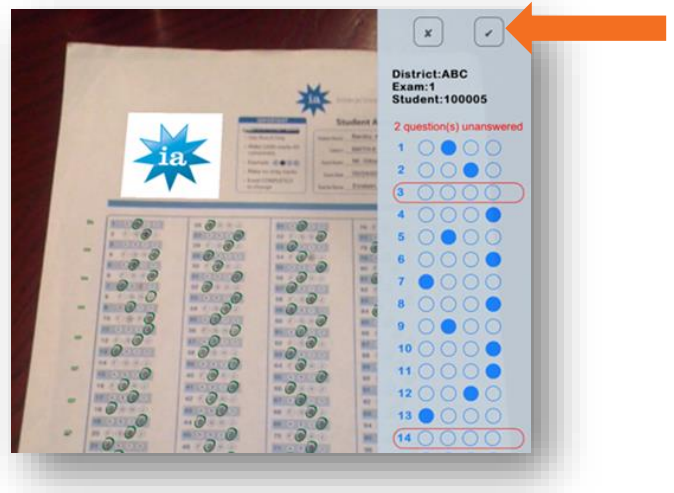
Minimal Requirements

- Generation 2 iPad with a camera
- iPhone 4 with a camera
- iOS 5.1.1

Scanning Bubble Sheets

Once administered, the exam may be graded using the iScan application.

1. Open the iScan application on the iPad or iPhone.
2. On the main menu, click **"Start Grading."**
3. Bring the full bubble sheet into view of the camera. Student answers will be shown on the right in an editable overlay.
4. Click the check mark to submit the exam responses.



Scanning Tips

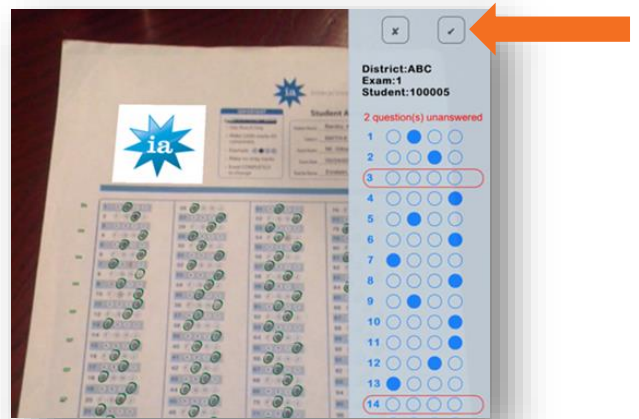
- Bring the full bubble sheet into the camera's view.
- Avoid casting shadows onto the bubble sheet.
- Keep bubble sheets flat.
- Scanning under bright ambient light is best.
- Keep the device's camera lens clean.

PowerScan for Android

PowerSchool now offers an Android application that allows printed bubble sheets to be scanned in accordance with our PowerScan software without the use of a scanner.

Android Specifications

- Google Play Supported Device List:
<https://play.google.com/store/apps/details?id=com.megapixel.FlashGrade.ImageTargets>
- Minimum OS: Android 4.0.3
- Minimum screen size: 10.1"
- Minimum screen resolution: 1280 x 800



5. Open the PowerScan application on the Android device.
6. On the main menu, click **"Start Grading."**
7. Bring the full bubble sheet into view of the camera. Student answers will be shown on the right in an editable overlay.
8. Click the check mark to submit the exam responses.

Scanning Tips

- Bring the full bubble sheet into the camera's view.
- Avoid casting shadows onto the bubble sheet.
- Keep bubble sheets flat.
- Scanning under bright ambient light is best.
- Keep the device's camera lens clean.